

# EDUCATION PROGRAM



## MONDAY, APRIL 24, 2017

6:30 pm - 8:00 p.m. Conference Sign In and Pick Up Conference Materials - The Palace at Somerset Park

All Sessions will be held in the East or West Ballroom

## TUESDAY APRIL 25, 2017

8:00 am

Conference Sign In and Pick Up Conference Materials  
The Palace at Somerset Park

8:00 am - 10:00 am

Breakfast with Exhibitors

9:00 am - 10:40 am

And the Winner is....?????

Brett Radi, Somerset County Clerk

Abigail Cipriano, Business Analyst/Project Manager for Everyone Counts

Keith Kazmark, RMC/MMC, Municipal Clerk, Borough of Elmwood Park

*This two part panel presentation will review the current topics regarding elections in New Jersey and serve as a follow up to the 2016 Presidential Election. Topics will include changes to SVRS, polling place accessibility, chain of custody and delivery of supplies. The second part will be a humorous, but relevant take on the state of elections in the country and in New Jersey. The session will focus on the challenges many Municipal Clerks faced leading up to and during the November 2016 election. Topics such as poll workers, petition signatures, dealing with candidates and conflict resolution on Election Day will all be discussed.*

10:40 am - 11:00 am

Break - Visit with Exhibitors

11:00 am - 12:00 pm

ETHICS: Municipal Clerk's Primer

Leslie Parikh, Esq., Gebhardt & Kiefer, PC

*Ms. Parikh will be speaking on a variety of current issues and concerns that public employees and officials face when trying to comply with and untangle the various components of the Local Government Ethics Law. While the Courts have provided some guidance since the Local Government Ethics Law went into effect, the slightest twist in the facts of any given situation often changes the result. In an effort to address the foregoing, Ms. Parikh will be providing a general overview of the various conflicts that may arise as well as a more targeted discussion regarding the unique problems often confronted by many Municipal Clerks.*

## Education Program (Cont.)

1:00 pm - 1:20 pm

### Welcome

Denise Szabo, RMC/MMC, MCANJ President  
Phil Kramer, Mayor, Township of Franklin

1:20 pm - 3:00 pm

### Presenting Yourself as a Municipal Clerk

Carol Ridolphi, AICI, CIC, CER Image Consulting, LLC

*"Everything Counts" - it's all about the professionalism of our office and everything we do reflects on that - whether it's filling an OPRA request or running an election. An improved image will help you achieve personal and professional goals because your confidence, self-esteem and self-assurance will increase just by the way people respond to your appearance. Ms. Ridolphi will present numerous image topics that will help you improve your professional image.*

3:00 pm - 3:20 pm

### Break - Visit with Exhibitors

3:20 pm - 5:00 pm

### Exhibitors' Product & Service Demonstration

Accuscan - NJ municipal clerks are the legal custodians of records and are required to follow NJ DORES requirements in regard to record retention and disposition. Complicating their duties is responding to the avalanche of OPRA requests submitted by citizens of their municipality. Accuscan will review the seismic changes that have occurred in the last 18 months from NJ DORES and the State Record Committee and how they affect the Municipal Clerk's role and record manager.

Municode - How transparent are your records? A discussion on the tools available to access your Codes and Documents. One search takes care of all. Can your Website Public facing information be searched at the same time your Code and other Documents are searched?

AXA Equitable - Pillars of a sound 457(b) deferred compensation plan; strategies to maximize your tax savings now and strategies to maximize your retirement income later.

5:00 pm - 7:00 pm

### President & Exhibitor's Reception - Light Fare & Cash Bar

*Exhibitors' Prize Drawings Winners must be present*

7:00 pm

### An Evening with Complimentary Bingo and Tricky Tray - Designer Bags/Accessories

## WEDNESDAY, APRIL 26, 2017

8:00 am

Conference Sign In and Pick Up Conference Materials  
The Palace at Somerset Park

8:00 am - 8:45 am

Breakfast

8:30 am - 8:45 am

Silent Auction and Merchandise Sale Opens

8:45 am - 9:00 am

Opening Remarks

## Education Program (Cont.)

9:00 am - 10:40 am

### **ABC & LGCCC: Basic Letters but Important Acronyms**

Lisa Barata, Deputy Attorney General, NJ Division of Alcoholic Beverage Control

Christine Donahue, Legalized Games of Chance Control Commission

*Ms. Donohue will review the regulations relating to various areas that the Municipal Clerks always have questions on including prohibited prizes, senior raffles and bingos, sample tickets, Form 13, reports of operations and year end reports. She will also provide guidance on the newest craze - pocketbook bingo.*

*We know the basics but what about those unusual situations that seem to occur. Ms. Barata will review POSSE ABC and those items that ABC has identified as continuing issues for the Municipal Clerks, the licensees and ABC. She will also provide information on the latest ABC trends and what Municipal Clerks can expect from ABC in the future.*

10:40 am - 11:00 am

### **Break - Visit Silent Auction and Merchandise Sale**

11:00 am - 12:30 pm

### **Annual Meeting**

#### **Municipal Audits - Exactly What Do all of Those Number Actually Mean?**

Sercan Zoklu, RMC, Municipal Clerk, Borough of Cliffside Park

*Mr. Zoklu will be discussing the Local Fiscal Affairs Law as it pertains to Municipal Clerks, specifically the Annual Audit. He will review the requirements, report of the audit and the duties of the Municipal Clerk as well as the Corrective Action Plan as it pertains to the Municipal Clerk's role. He will point out the specific dates that the Municipal Clerk has to make sure they follow.*

12:30 pm - 1:30 pm

### **Lunch - Visit Silent Auction and Merchandise Sale**

1:30 pm - 2:45 pm

### **Good Management for EDiscovery**

Michael Herbert, Esq., MCANJ Attorney

Christopher Kyriacou, Director of Information Technology, Bernards Township

Rhonda Pisano, Deputy Municipal Clerk, Bernards Township

Denise Szabo, RMC/MMC, Municipal Clerk, Bernards Township, President MCANJ

*EDiscovery is short for electronic discovery which is defined as the process of discovery in civil litigation that is carried out in electronic formats. In this session you will learn what to expect, how to respond, and what steps you can take now to be better prepared when you are served with an eDiscovery demand.*

2:45 pm - 3:05 pm

### **Break - Visit Silent Auction and Merchandise Sale**

3:05 pm

### **Silent Auction Closes**

## Education Program (Cont.)

3:05 pm - 4:45 pm

### **OPRA from ALL Perspectives**

Walter M. Luers, Esq., Vice President NJ Foundation for Open Government

Frank F. Caruso, Comm. Specialist/Resource Mgr., Government Records Council

Kristina P. Hadinger, Esq., Deputy General Counsel, NJ League of Municipalities

Sharon Young, RMC/MMC, Municipal Clerk, Township of West Windsor

*This panel will look at OPRA from several different perspectives including that of an activist, the Government Records Council (GRC) and the Municipal Clerk who has to face the reality of OPRA and to manage its challenges including data mining and conflicts between the case law and GRC decisions on a daily basis while juggling a myriad of other tasks. Recent cases and decisions will be presented which should clarify some of the outstanding questions Municipal Clerks face.*

4:45 pm

### **Please Pick Up Your Silent Auction Items**

6:30 pm - 7:00 pm

### **Cocktails and Music**

7:00 pm - 10:00 pm

**Dinner, Entertainment and Installation of New Officers  
Reveal of Newly Styled Municipal Clerks  
50/50 Raffle**

## THURSDAY, APRIL 27, 2017

### **Check out of Hotels**

8:00 am - 9:15 am

### **Breakfast**

9:00 am - 11:00 am

### **Registrar - Resolving CMR Issues (CMR 02) and Amendments (Amendment 02)**

Damon Koslow, Outreach Manager, Office of Vital Statistics & Registry

9:20 am - 11:00 am

### **Everything You Always Wanted to Know About Ethics but Were Afraid to Ask**

Elenora L. Benz, Esq.

Heidi R. Brunt, CMR/RMC/CMC, Municipal Clerk, Township of Middletown

*The panelists will provide an interactive session with various case studies that have occurred recently. While we all think we know the difference between right and wrong and what is ethical and what is not, the answer is not always so cut and dry. The panelists will provide thought provoking scenarios which provide an opportunity for audience participation and will generate a lively discussion on what is the right thing to do. You may be surprised at some of the answers.*

11:00 am - 11:15 am

### **Break**

Education Program (Cont.)

11:15 am - 12:30 pm

**So What Happens AFTER the Adoption of a Bond Ordinance and BEFORE You Purchase Your Capital Items?**

Matt Jessup, Esq., McManimon, Scotland and Baumann

Debra L. Sopronyi, RMC/QPA/CMR, Municipal Clerk, Borough of Hightstown

Heather Mailander, RMC/MMC/CPM, Municipal Clerk, Village of Ridgewood

*An increasing number of bond ordinances are being challenged through a petition drive and special elections as a result are also increasing. This session will explore what happens when there is a challenge from two different perspectives - the financial experts and the Municipal Clerk who is on the front line of the petition and referendum. The session will also provide guidance on what happens once a bond ordinance is passed and you are ready to make capital purchases.*

12:30 pm

Drawing for 2018 Annual Education Conference Registration

***MCANJ WILL GIVE AWAY TEN REGISTRATIONS FOR THE 2018 ANNUAL EDUCATION CONFERENCE FOLLOWING THE LAST SESSION ON THURSDAY. A BUSINESS CARD DRAWING WILL BE HELD. MUST BE PRESENT TO WIN.***